UNITED NATIONS

ST

Secretariat

ST/AI/375/Amend.1
15 January 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: 1992 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES - OCCUPATIONAL GROUP OF PUBLISHING AND PRINTING*

1. The purpose of the present administrative instruction is to amend the procedures set forth in administrative instruction ST/AI/375 for the administration of the examination in Publishing and printing, which includes graphic art.

2. Due to circumstances beyond their control, a number of staff members did not receive information that this examination was included in the 1992 Competitive Examination for Promotion to the Professional Category, which was announced in ST/AI/375. Consequently, they did not apply to take the examination. Following an appeal by staff members wishing to participate in this examination, the matter was forwarded to the Central Examination Board in conformity with the procedures set forth in ST/AI/375.

3. The Central Examination Board, having reviewed the appeals of the candidates, has decided to allow these candidates to apply to take the 1992 Competitive Examination for Promotion to the Professional Category and has decided to reschedule the specialized paper in Publishing and printing and to schedule a new general paper for all those candidates who are admitted to take the specialized examination in Publishing and printing.

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* Personnel Manual index No. 4362.

4. The two components of the written examination, the general paper and the specialized examination in Publishing and printing, which includes graphic art, have been scheduled to take place as follows:

General paper	18 March 1993
Specialized paper	19 March 1993

5. Candidates interested in taking this examination, who have not already applied, are invited to apply by filling out the application form attached hereto and forwarding it to the Secretary of the Central Examination Board no later than 24 February 1993. A sample examination may be obtained in Room S-2575A or by contacting the Examinations and Tests Section, OHRM.

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Annex

APPLICATION FOR THE 1992 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

OCCUPATIONAL GROUP: PUBLISHING AND PRINTING

THIS OCCUPATIONAL GROUP INCLUDES GRAPHIC ART
(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. Candidates are responsible for informing CEB of any change of address.

N.B. The deadline for receipt of application by CEB (United Nations Headquarters) is 24 February 1993.

SECTION I. PERSONAL DATA

Please use a typewriter or print legibly.

Last name (family name): |_____|

First name: |_____|

Date of birth: Day |__| Month |__| Year |____|

Sex: F |_| M |_|

Index No. |_____| a/

Nationality: |_____|

Category: |__| Present level: |__|

Date of entry in United Nations Secretariat: Day |__| Month |__| Year |____|

Type of appointment: Fixed term |_| Probationary |_| Permanent |_|

Expiration or review date: Day |__| Month |__| Year |____|

Main language: (Mother tongue) |_____|

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Date of latest performance evaluation report: Day |__|__| Month |__|__| Year |__|__|__|__| b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Owing to time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number to facilitate communications from Headquarters of an urgent nature.)

Were you convoked to sit for previous G-to-P examinations? No |_|

If yes, WHEN? 1979 |_| 1981 |_| 1982 |_| 1983 |_| 1984 |_| 1985 |_|
1986 |_| 1987 |_| 1988 |_| 1989 |_| 1990 |_| 1991 |_|

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No |_|

Yes in: 1979 |_| 1981 |_| 1982 |_| 1983 |_| 1984 |_| 1985 |_|
1986 |_| 1987 |_| 1988 |_| 1989 |_| 1990 |_| 1991 |_|

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a/ Appears normally on your monthly salary statement, P.5 forms or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary level, indicating the certificate, diploma or degree received.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO DO SO WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

Candidates who applied to take the previous (1991) G-to-P examination and have nothing new to add to this section may substitute a photocopy of section II of that application or may indicate that the information is on file by checking here _____.

CERTIFICATE, DEGREE OR DIPLOMA Exact title in original language. For work towards a degree, please list number of credits.	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: _____ 19 To: 19	
Post-secondary studies		From: _____ 19 To: 19	
		From: _____ 19 To: 19	

If you need more space, attach additional pages.

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass LPE, indicate your level of ability in the boxes below using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language course, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (Period(s) of study)

SECTION IV. OCCUPATIONAL GROUP: PUBLISHING AND PRINTING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F |_| M |_|

Index No.: _____

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 |_____|
(b) Written part, general paper, section 2 |_____|
(c) Written part, specialized paper |_____|
(d) Oral part |_____|

(Write language in full for each part of the examination in appropriate boxes.)

If you plan to write section 2 in a working language of a regional commission other than English or French, please indicate in which of the working languages of the Secretariat you wish to take the special language test:

English |_| French |_|

Main language (Mother tongue) |_____|

Highest educational level:

High school |_| Post-secondary |_| BA |_| MA |_| Other (PhD., etc.) |_|

SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 29 January 1993 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2535
United Nations Secretariat
New York, N.Y. 10017, USA

For duty stations other than New York, please use the United Nations pouch or fax your application to: (212) 963-3683.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

_____

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☐ MOST RECENT PERFORMANCE EVALUATION REPORT

COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

The information below will be used as your mailing label; please print or write legibly.

CEB STAMP

Name _____
Office _____
Room No. _____
Duty station _____
Country _____

This portion will be returned to you to acknowledge receipt of your application.